

GENERAL INSTRUCTIONS

1. Complete applicant and vehicle information exactly as it appears on current registration card. Print address change in space provided, if applicable. **NOTE:** A legible photocopy of the applicant's valid photo identification (front and back) must be attached.

When a change of address occurs on an existing Pennsylvania apportioned account, three identifying documents are required to accompany this application as follows:

An individual must provide the front and back copy of their Pennsylvania Driver's License and 2 of the following:

- a. Photocopy of utility bill (electric, gas, water or cable)
- b. Photocopy of stamped paid HVUT 2290 Tax Receipt or IRS E-File Receipt
- c. Photocopy of real estate or personal property tax statement
- d. Photocopy of a valid Pennsylvania Certificate of Title or registration credentials
- e. Photocopy of valid county-issued weapons permit

A business must supply proof of corporate documents filed with the Pennsylvania Department of State and 2 of the following:

- a. Photocopy of utility bill (electric, gas, water or cable)
- b. Photocopy of stamped paid HVUT 2290 Tax Receipt or IRS E-File Receipt
- c. Photocopy of real estate or personal property tax statement
- d. Photocopy of a valid Pennsylvania Certificate of Title or registration credentials

NOTE: A change of address will produce registration cards for the entire fleet.

NOTE: If you wish to have your registration card(s) emailed upon payment, check the box at the bottom of Section A.

2. Indicate number of duplicates desired in Section B.
3. When applying for a replacement apportioned registration plate, the owner and the co-owner's signature must be notarized in Section D. If the vehicle is owned by a company or a corporation, a letter is required on company letterhead identifying the person who is authorized to sign in Section D to receive the replacement registration plate on behalf of the business. If the replacement registration plate is mailed to the company/corporation, the only requirement is a letter on business letterhead authorizing the representative for the company/corporation to sign in Section D. This letter must be attached to the application before submitting to PennDOT. In addition, the authorized agent is required to maintain a copy of the letter on company letterhead authorizing a person to sign in Section D and/or pick up the registration plate for the company/corporation for three years.
4. Complete Section D if this application is made within 90 days from date of original issue and the registration card, weight class sticker or registration plate was never received due to loss in the mail. No fee is required.
5. Make check or money order payable to the Commonwealth of Pennsylvania and mail to the address listed on the front of the application. **DO NOT SEND CASH.**
6. Apportioned registration plates may be available as a personalized registration plate for vehicles with a registered gross weight up to **14,000 lbs.** To check personalized registration plate availability, visit PennDOT's Driver and Vehicle Services website, www.dmv.pa.gov, and select the Plate Availability link from the list of services under the Online Services heading. Should you choose to personalize your apportioned registration plate, please complete this application and attach a completed Form MV-904C, "Application for Personalized Commercial Registration Plate." The fee to personalize your registration plate is an additional \$108, and the registration on your vehicle must be current in order for PennDOT to process your request. **The additional \$108 fee covers the cost of your personalized registration plate order only and will not renew your vehicle's registration.** Payment is to be made by a separate check or money order payable to the Commonwealth of Pennsylvania. **PLEASE DO NOT SEND CASH.** Personalized registration plates will not be reserved until PennDOT receives payment and a completed application, and approves your requested registration plate configuration [number(s) and/or letter(s)]. Please note that registration plate requests are processed on a first-come, first-served basis. Although a requested registration plate configuration may show as being available on the website, it is possible that a request for the same registration plate configuration may have already been submitted by another customer and may not be available when making application.

Visit us at www.dmv.pa.gov or call us at 717-412-5300. TTY callers — please dial 711 to reach us.